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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 2570.1B**

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## **Subject: NASA Radio Frequency (RF) Spectrum Management Manual**

**Responsible Office: Space Operations Mission Directorate**

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## **Appendix F: NASA Spectrum Managers' Group (NSMG)**

The NSMG is organized to provide a forum for the exchange of information on radio-frequency spectrum management requirements, actions, and issues among all Center/Facility Spectrum Managers.

### **F.1 Purpose**

The group provides the assurance to NASA Headquarters of the Centers' compliance with NASA policy.

### **F.2 Objectives**

The group provides a medium for each Center to input the communications requirements of all current and future projects undertaken by that Center to NASA SOMD, in a timely manner, to ensure that spectrum support is available as and when required by each project.

The group also provides a means for Center/Facility Spectrum Managers to be kept informed on the status and progress of frequency spectrum support issues in the national and international frequency spectrum arenas.

Additionally, the group's meetings provide the opportunity for Centers to comment on proposed Agency and interagency frequency management issues.

### **F.3 Organization**

The group is chaired by the National Spectrum Program Manager on behalf of the AA for SOMD. The chairperson convenes meetings of the group annually. Meeting locations vary to provide each Center/Facility Spectrum Manager an opportunity to host.

Each Center/Facility Spectrum Manager provides to the group at least one representative knowledgeable in the communications requirements of all current and future project activities in which the Center is involved. Additionally, the host Center/Facility Spectrum Manager will invite a local representative of the OSMA to the annual meeting at their host NASA Center.

In addition, the International Spectrum Program Manager (or representative) will brief the attendees on current activities in the international arena applicable to NASA interests and concerns.

The work of the group is recorded by means of three documents:

1. Meeting Minutes<sup>8</sup>, published after each meeting.
2. Action Item List, reviewed and updated at each meeting.
3. Calendar of Events for one year, updated monthly.

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8 The Manual in NPR 1441.1D, NASA Records Retention Schedules, should be followed to maintain and safeguard these records. Records, documents, reports, etc. can only be disposed of based on the retention periods in NPR 1441.1D. If an item is not described in NPR 1441.1D, an entry needs to be developed and added to the NPR. In this instance, contact your Center Records Manager for the procedures.

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These documents are distributed electronically to participants and will be made available on the SCaN internal Web site.

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